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Chief, Management Staff 31 December 1959

Chief, Records Management Staff

Report for Two Week Period Ending 30 December 1959

1. Contributions

a. Tangible

(1) Eight offices transferred 820 cu. ft. of inactive records to the Records Center.

(2) The Center destroyed 67 cu. ft. of records, leaving 282 cu. ft. to be burned.

(3) Completed 6 new and 13 revised forms.

(4) Obsoleted 5 forms.

(5) Screened out 2 cu. ft. of Records Management Staff records for retirement or destruction.

(6) Revised Records Control Schedule for Executive Registry delivered to EO/DCI. Project complete.

(7) Nine cu. ft. of files retired from Office of Legislative Counsel.

b. Intangible

(1) Recommended non-adoption of Employee Suggestion 60-299, pertaining to printing a routing and record format on reverse of stationery and certain forms used for correspondence.

2. Assignments - Active

a. Forms

(1) Seven new and eight revised forms.

(2) Information Reports Forms and Systems.

(3) Revision of Dispatch Forms.

(4) Improved Management of Stocked Forms.

(5) Forms for RCA-501 Computer System.

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b. Shelf Filing

(1) Shelf filing assignments in OP, Contact Division Field Offices, TSS and OS are unchanged.

c. Filing Systems

(1) Management Staff, DDI

(2) Medical Staff

(3) DD/P&M/PP Staff (New)

The RO of WH Division requested assistance in improving the WH/PP Staff filing system. After conferring with the DD/P RO, [redacted] was assigned to this project. 25X1

d. Records Control Schedules

(1) Executive Registry. See 1 a (6).

(2) FI Staff

25X1 (3) [redacted]

(4) OCI

(5) Management Staff (New)

Audit of the Records Control Schedule was begun with the DDI Staffs.

e. Special Project

(1) Revision and Recorder of Overnight Storage Boxes.

(2) Entrance-on-duty and Refresher Training Workshop in Filing.

(3) Physical Consolidation of Vital Materials and Records Center.

(4) Transfer of Certain Captured German Documents from State Department and National Archives to CIA.

(5) Records Management Survey of OL/RE and CD.

[redacted] New files for 1960 have been set up under subject-numeric system.

[redacted] Developing a simple mail control procedure which we plan to have in effect by 1 January 1960.

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25X1

(6) Records Management Survey of DD/P/PP Staff.

Prepared records control schedules for 5 of the 6 PP Divisions. Inventory of the other division will be started on 4 January 1960.

(7) Records Disposition Activity Promotion.

(8) Interpretation of E. O. 10501, Logging Requirements.

3. News

a. Developed instructions for use of Courier Receipt and Log Record and Multipurpose Envelope. These instructions are being coordinated with Security.

b. Total Records Center holdings are 53,002 cu. ft.

[redacted] 25X1

Distribution:
Orig - Addressee
1 [redacted] 25X1
1 -
1 -
1 -
1 - Records Center
1 - RMS (REPORTS -1 JUNE - DECEMBER 1959)

25X1 [redacted]

25X1 Mgt/S/RMS/FME [redacted] (31 Dec 1959)

3

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